

Program A: Administration

Program Authorization: R.S. 42:1101 et seq. (Code of Governmental Ethics); R.S. 18:1481 et seq. (Campaign Finance Disclosure Act); R.S. 24:50 et seq. (Lobbyist Registration and Disclosure Act)

Program Description

The mission of the Ethics Administration Program is to administer and to enforce Louisiana's conflicts of interest legislation, campaign finance registration and reporting requirements and lobbyist registrations and disclosure laws to achieve compliance by government officials, public employees, candidates and disclosure laws to achieve compliance by governmental officials, public employees, candidates and lobbyists and to provide public access to disclosed information.

I. Improve the level of education and awareness by public servants in order to ensure compliance with conflicts of interests standards, campaign finance disclosure requirements and lobbyist registration and disclosure requirements.

II. Improve the efficiency of the staff in handling matters to be presented to the Board in a timely manner.

III. Enhance timely public access to disclosed information.

The Board of Ethics is statutorily charged with the responsibility of interpreting, administering and enforcing the Code of Governmental Ethics, the Campaign Finance Disclosure Act (CFDA), the Louisiana Lobbyist Registration and Disclosure Act (LRDA), and the Louisiana Elections Integrity Law. The Board of Ethics exercises jurisdiction over all state and local elected officials, all non-elected state and governmental officials, appointees and employees and over any other person who engages in statutorily proscribed conduct.

The EAP provides clerical, budget, administrative, personnel, legal, education, training, data processing and technical support to the Board of Ethics and with respect to:

1. Implementing a broad based information distribution and education program;
2. Rendering advisory opinions;
3. Conducting field investigations and preparing investigation reports;
4. Conducting public hearings;
5. Defending the Board of Ethics in litigation at all state and federal levels;
6. Developing, publishing and distributing forms and information material and booklets to candidates, political committees, lobbyists, and other persons required to comport with the provisions of the CDFA and LRDA;
7. Receiving, copying, indexing, recording and monitoring disclosure reports and related forms and materials;
8. Receiving electronically filed disclosure reports through Internet or diskette; receiving, logging, indexing and scanning all disclosure reports for Internet access;
9. Auditing and related compliance examination of CDFA and LRDA reports as well as other disclosure reports filed;
10. Developing and administering both adjudication and litigation procedures for redressing violations and otherwise insuring compliance with CFDA and LRDA requirements; and,
11. Providing training and educational services to elected officials, public employees, candidates, political committees, lobbyists, and the general public on the provisions of the laws administered by the Board of Ethics.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2001-2002	ACT 13 2002-2003	EXISTING 2002-2003	CONTINUATION 2003-2004	RECOMMENDED 2003-2004	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$1,151,544	\$1,197,417	\$1,197,417	\$1,342,675	\$1,283,687	\$86,270
STATE GENERAL FUND BY:						
Interagency Transfers	0	0	0	0	0	0
Fees & Self-gen. Revenues	45,000	82,764	82,764	64,277	115,000	32,236
Statutory Dedications	0	9,408	9,408	0	0	(9,408)
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$1,196,544	\$1,289,589	\$1,289,589	\$1,406,952	\$1,398,687	\$109,098
EXPENDITURES & REQUEST:						
Salaries	\$748,231	\$807,411	\$757,411	\$783,956	\$808,845	\$51,434
Other Compensation	25,064	30,590	30,590	30,590	30,590	0
Related Benefits	142,984	177,997	172,997	204,713	179,510	6,513
Total Operating Expenses	233,820	145,986	200,986	250,952	243,748	42,762
Professional Services	20,000	30,000	30,000	30,747	30,000	0
Total Other Charges	26,019	79,118	79,118	79,156	79,156	38
Total Acq. & Major Repairs	426	18,487	18,487	26,838	26,838	8,351
TOTAL EXPENDITURES AND REQUEST	\$1,196,544	\$1,289,589	\$1,289,589	\$1,406,952	\$1,398,687	\$109,098
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	20	20	20	20	18	(2)
Unclassified	0	0	0	0	0	0
TOTAL	20	20	20	20	18	(2)

SOURCE OF FUNDING

This program is funded by State General Fund and Fees and Self-generated Revenues. The Fees and Self-generated Revenues are derived from filing fees for all political action committees authorized by R.S. 18:1505: funds collected for providing copies of Campaign Finance Disclosure reports, transcripts, etc. (Per R.S.39:137) (Per R.S. 39:36B.(8), see table below for a listing of expenditures out of each Statutory Dedicated fund).

	ACTUAL	ACT 13	EXISTING	CONTINUATION	RECOMMENDED	RECOMMENDED
	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	OVER/(UNDER)
						EXISTING
Deficit Elimination/Capital Outlay Escrow Replenishment Fund	\$0	\$9,408	\$9,408	\$0	\$0	(\$9,408)

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$1,197,417	\$1,289,589	20	ACT 13 FISCAL YEAR 2002-2003
			BA-7 TRANSACTIONS:
\$0	\$0	0	None
\$1,197,417	\$1,289,589	20	EXISTING OPERATING BUDGET - December 2, 2002
\$17,011	\$17,011	0	Annualization of FY 2002-2003 Classified State Employees Merit Increase
\$38	\$38	0	Risk Management Adjustment
\$0	(\$18,487)	0	Non-Recurring Acquisitions & Major Repairs
\$79,170	\$79,170	0	Salary Base Adjustment
(\$38,962)	(\$38,962)	(2)	Personnel Reductions
\$10,136	\$10,136	0	Group Insurance Adjustment
\$45,709	\$69,594	0	Other Adjustments - Operational expenses
(\$26,832)	(\$26,832)	0	Other Adjustments - Operational expenses, Group Benefits and Retirement
\$0	\$26,838	0	Other Adjustments - Data Processing Hardware and Software
\$0	(\$9,408)	0	Other Technical Adjustments - Group Benefits, Deficit Elimination Fund
\$1,283,687	\$1,398,687	18	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$1,283,687	\$1,398,687	18	BASE EXECUTIVE BUDGET FISCAL YEAR 2003-2004
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$1,283,687	\$1,398,687	18	GRAND TOTAL RECOMMENDED

PROFESSIONAL SERVICES

\$30,000 Data Processing services and other services deemed necessary to carry out the mission of the department

\$30,000 TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$62,980 Electronic Filing Project

\$62,980 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$16,176 Civil Service, CPTP training and related services for Operations

\$16,176 SUB-TOTAL INTERAGENCY TRANSFERS

\$79,156 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$26,838 OIT recommended Hardware and Software

\$26,838 TOTAL ACQUISITIONS AND MAJOR REPAIRS